

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

ILSP Working Group Mtg Minutes - 14 Jan 88

FROM

Chairman, ILSP WG
3E14, HQ.

EXTENSION

NO.

01 10016-88

DATE

21 Jan 1988

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

[Redacted]

DL/NBPO

2.

3.

4.

5.

6.

7.

8.

9.

10.

11.

12.

13.

14.

15.

STAT

STAT

~~CONFIDENTIAL~~

14 January 1988

MEMORANDUM FOR: ILSP Working Group Members, Alternates and Meeting Attendees

FROM:

[Redacted]

STAT

Chairman, ILSP Working Group

SUBJECT:

ILSP Working Group Meeting Minutes - 14 January 1988

1. The scheduled meeting of the ILSP Working Group (ILSP WG) was held at 1000 hours, 14 January 1988. The following representatives were present:

STAT

OL/ILSP
OL/HCS/SI
OS/CSB
OS/CSB
DI Alternate
DS&T Representative
DO Representative
OS/HSD
OS/PSD
DCI Alternate
DDA Alternate
OEA
OIT/NBPO
OMS
OL/NBPO
OS/SESD
OMS/SD
NESA
OSWR
OS Representative
OL/ILSP
OL/ILSP
OL/ILSP
OL/ILSP
OL/ILSP

STAT

OL 10016-88

~~CONFIDENTIAL~~

CONFIDENTIAL

SUBJECT: ILSP Working Group Meeting Minutes - 14 January 1988

2. There were no comments on the minutes of the previous meeting. Minutes will be distributed to ILSP WG members, alternates, and meeting attendees.

3. Old Business

- A. The draft NHB North Tower Occupancy Schedule was reviewed again. The schedules show float, if any, at the end of the schedule rather than at the beginning. The objective is to complete construction as soon as possible. We are on schedule and there are no anticipated schedule slips in the future. Members were encouraged to let ILSP know of any schedule changes as they become known.
- B. A memo was received from [] Chief, Administrative Staff, OSWR (Attachment 2) in response to the General Furniture Rules for NHB distributed with the minutes of the last meeting. [] responded by saying that we are not saying OL will move only new standard furnishings, but we are working towards having one style in the NHB. Furnishings that are moved that are not in compliance with standards must be replaced as funds become available. Components will fund their new conserv-a-files. STAT
- C. [] stated that a sink can be provided for the NHB OMS Infirmary, but that it is not feasible to provide a drain line for a toilet. OMS is reviewing its requirements and will get back to ILSP shortly. STAT
- D. The new DO Representative to the ILSP WG is []. He has been asked to provide the name of an alternate to cover in the event of his absence. STAT

4. Outstanding Issues/Questions

- A. There will be a significant impact on P&PD resulting from the OIA relocation to the OHB. Additional people will be required. [] is looking into this problem and the subject will be brought up at the next ILSP WG meeting. STAT
- B. The location of planters in NHB will be proposed by the Fine Arts Commission.
- C. DS&T will name an alternate representative to the ILSP WG by the next meeting.

CONFIDENTIAL

CONFIDENTIAL

SUBJECT: ILSP Working Group Meeting Minutes - 14 January 1988

5. OIT Topics

A copy of the OIT charts presenting their schedules and status is attached (Attachment 3). The only issue/concern expressed was related to the ground floor turnover.

6. OS Topics

- A. [] reported that 4 alarm systems in the NHB are currently active and 26 systems are ready for testing as soon as power requirements are met. [] said that the power requirements for the alarm system are on a punch list and will be wrapped up shortly.
- B. A copy of the proceedings of the 5 January 1988 Security meeting is attached for your information (Attachment 4).
- C. An Action Item (ILSP-37) was assigned to [] at the above Security Meeting to determine the storage requirements of compartmentated material for the DI.
- D. On December 6, 1987, the Chairman of the ILSP asked OS [] to provide the Requirements for Vault Type Rooms (VTRs) and other related issues. OS has responded to this request in a memo to Chairman of the ILSP WG from [] (Attachment 5).
- E. OS asked for samples of screws that will be used to secure raised flooring in common corridors. [] said that samples are not yet available, but will be provided when received.
- F. OS sent a form to components last September asking for an inventory of equipment that was to be moved into the NHB. Upon completion, these forms should be sent to [] in OS.
- G. [] asked OS to discuss their organization and the status of NHB Tempest at the next ILSP WG meeting.

STAT

STAT

STAT

STAT

STAT

STAT

STAT

CONFIDENTIAL

CONFIDENTIAL

SUBJECT: ILSP Working Group Meeting Minutes - 14 January 1988.

- H. OS said that if PASS machines are required for areas other than the fourth floor main entrance of the NHB they must be ordered soon or they will not be here in time for the scheduled July occupancy of the NHB. Currently, there are no new requirements for PASS machines.

7. OL Topics

- A. [] reported that the OTS lab renovation went out for bid 5 January, a walk thru is scheduled for 11 January, the award will be made 15 January, and completion is expected 45 days after award.
- B. NHB North Tower Fit-Up work for NESAs, OEA, and MPSS is proceeding on schedule. Only minor renovations will be required for NESAs and OEA.
- C. Lock-up kits for individual drawers for conserv-a-files are not available on the market. Program managers must provide their individual requirements in order to have individual locks developed. (ILSP-28)
- D. Picnic areas in the side courts outside of the cafeteria may be opened for dining provided we install doors to block the entry into the side courts levels. (ILSP-35)
- E. Burroughs bookcases over two shelves in height are available, are on the schedule, and can be ordered if needed. (ILSP-36)
- F. The final room numbers for the NHB are going on CAD and will be available within a week.
- G. A draft copy of the NHB Employees Relocation Handbook is available for review. It will be submitted for printing this month.
- H. Each office will be provided one pre-move tour of their area in the NHB. Large offices (such as OSWR or OTS) will receive additional tours as required.

STAT

CONFIDENTIAL

CONFIDENTIAL

SUBJECT: ILSP Working Group Meeting Minutes - 14 January 1988

- I. Members were urged to pass the word that tiles in the NHB should not be moved from where they are positioned. The tiles are positioned based on the furniture configuration in each area and moving them may cause electric power and/or communications problems. When tiles are legitimately moved, care should be exercised to insure that their fragile corners are not bent. Bent corners cannot be straightened and will cause future problems in carpet wear and safety.

8. General Issues

- A. A request was made for a general update to the parking situation. An Action Item (ILSP-38) was assigned to ILSP to provide this update.
- B. OSWR asked when the 3rd floor South Tower (ST) would be available. The approach to the ST will be the same as the North Tower in that occupancy will not start until the entire tower is complete. It is scheduled for completion January 1989.

9. Action Item Review

ILSP-23	DO Alternate - Deferred until 4 February 1988 DO		
ILSP-28	Lock Kits for Conserv-a-files - Closed	<div style="border: 1px solid black; width: 100px; height: 1.2em; margin: 0 auto;"></div>	STAT
		ILSP	
ILSP-35	Side Court Impacts - Closed	<div style="border: 1px solid black; width: 100px; height: 1.2em; margin: 0 auto;"></div>	STAT
		ILSP	
ILSP-36	Use of Burroughs Bookcases - Closed	<div style="border: 1px solid black; width: 100px; height: 1.2em; margin: 0 auto;"></div>	STAT
		ILSP	

CONFIDENTIAL

CONFIDENTIAL

SUBJECT: ILSP Working Group Meeting Minutes - 14 January 1988


10. New Action Items

ILSP-37 Determine Storage Requirements of
Compartmentation Material - Due 4 Feb 1988


DI

STAT

ILSP-38 Provide a Parking Status Update-
Due 4 Feb 1988


FMD

STAT

11. The next ILSP WG meeting will be held on 4 February 1988 at 1000
hours in Room 3E14, HQs.



STAT

CONFIDENTIAL

ATTACHMENT 1

ILSP WORKING GROUP
AGENDA
14 January 1988

- Review/Approval of Minutes of Previous Meeting
- Old Business
 - Membership comments on draft NHB North Tower Occupancy Schedule? [] STAT
 - Membership comments/questions on NHB Furniture Guidance? [] STAT
 - Toilet and Sink for NHB OMS Infirmary [] STAT
 - New DO Representative/Alternate ILSP members [] STAT
[] SIAI
- Outstanding Issues/Questions
 - Impacts on P&PD of OIA relocation to OHB [] STAT
 - NHB Planters (awaiting Fine Arts Commission guidance)
 - DS&T Alternate ILSP member
- OIT Topics [] STAT
 - Status of PBX and Wang work in NHB
 - Relocation of W2 system to NHB
 - Issues/Concerns?
 - Status of moves this Holiday weekend
- OS Topics [] STAT
 - Status of alarm work in NHB
 - Summary of 1/5/88 NHB Security Meeting decisions
 - Issues/Concerns?
 - Role of Construction Security Branch
- OL Topics
 - Status of OTS Laboratory renovation work [] STAT
 - Status of NHB North Tower Fit-up work for NESA, OEA, MPSS [] STAT
 - Lock Kits for Conserv-a-files [] STAT
 - Impacts of opening picnic areas in side courts [] STAT
[] STAT
 - OK on Burroughs bookcases if over 2 shelves high? [] STAT
[] STAT
 - NHB final room numbers [] STAT
 - NHB Employees Relocation Handbook status [] STAT
 - NHB Tour Policy [] STAT
 - Tile movement on finished floors [] SIAI
 - Bent Tile [] STAT

ITEMS FOR NEXT ILSP MEETING AGENDA - (Continued)

- General Issues or Concerns?

- DA
- O/DCI
- DI
- DO
- DS&T

- Action Item Review

STAT

- Next Meeting: 21 January 1988, 10:00, 3E14 HQs

CONFIDENTIAL

ATTACHMENT 2

11 January 1988

MEMORANDUM FOR: [redacted]
Chief, Integrated Logistics Support Program

FROM : [redacted]
Chief, Admin Staff, OSWR

SUBJECT : Furniture Requirements in New Building

REFERENCES : A. 17 Dec 87 ILSP Working Group Minutes
B. 15 Dec 86 memo from C/ILSP on "Integrated Logistics Support Program Activities."

STAT

STAT

1. With respect to attachment 6 of the 17 December 87 Working Group minutes, I wish to point out certain revisions that conflict with previous understandings for furnishing the new Headquarters building.

2. Specifically, it was OSWR's understanding that the \$463,000 provided by the DDI to ILSP in Spring 1987 would suffice to procure most furniture required for the move. Items such as trash cans, chairs, bookcases, coat racks, etc. were to be moved initially but, if not in keeping with the new decor, replaced later as funds became available. It was never specified that these items would have to be procured prior to the move.

In addition, there has been a drastic change in policy regarding "Conserv-a-files". According to [redacted] memo (reference B) of 15 December 1986, "OL has funded and procured conservafiles that will be prepositioned in the NHB for your use." Conversations with your staff throughout this past year, have consistently led us to believe that conservafiles would be replaced on a one-for-one basis at no cost to the component. [redacted] "General Furniture Rules for NHB" now indicates that we must either move conservafiles we own or make funds available to purchase new conservafiles from OL.

STAT

STAT

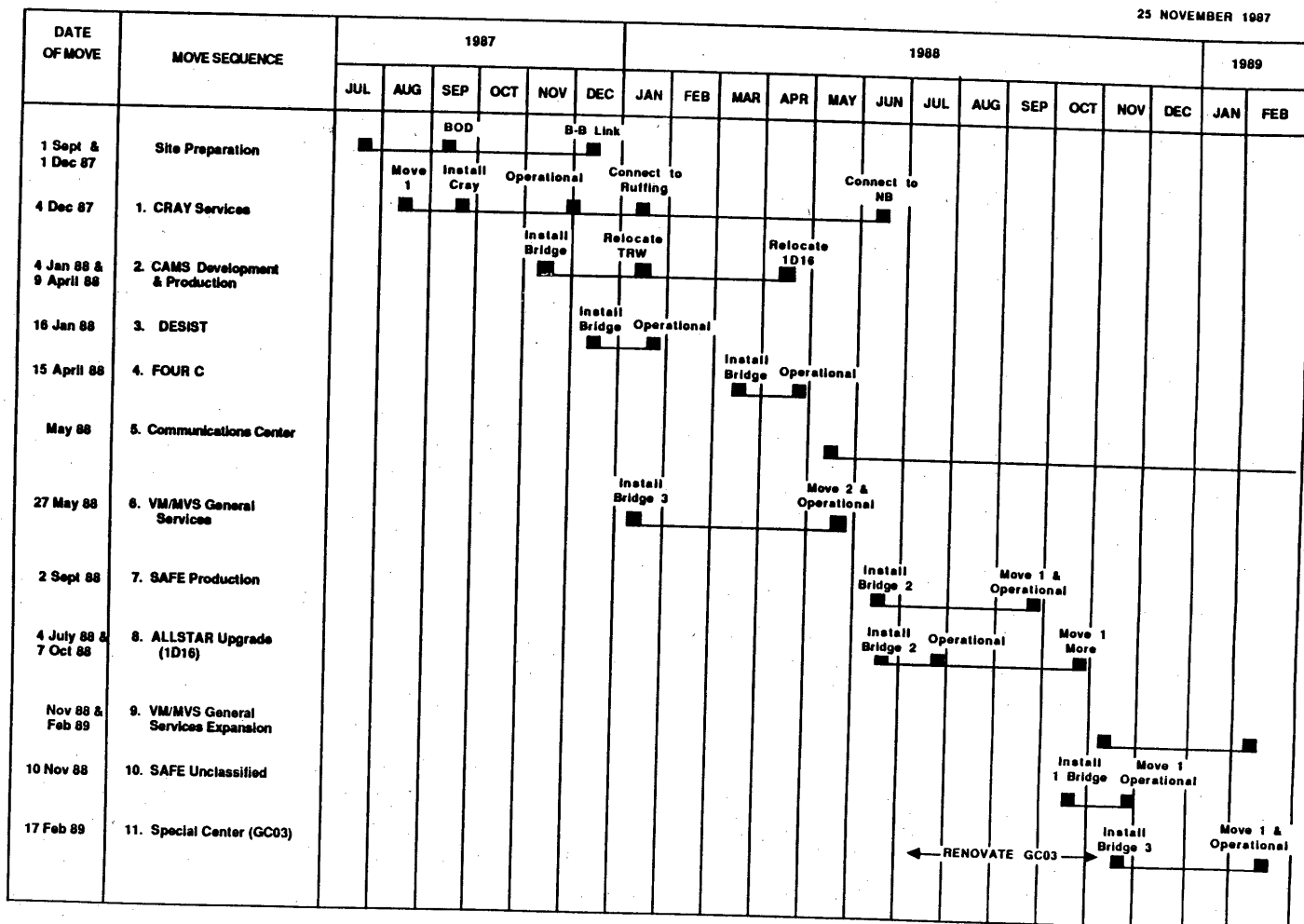
3. The above revisions to previous policies were totally unexpected and would have a serious impact on this office. OSWR has not budgeted funds to purchase large amounts of chairs, trash-cans, bookcases, coat racks or conservafiles. Additionally, even if we did manage to order furniture, there is no room to store it. We request, therefore, that you reconsider and amend the "General Furniture Rules for NHB" to reflect previous policies as follows:

A). Furnishings may be moved at the components request with the understanding that if not in conformance with the new buildings decor, they will be replaced as funds become available.

B). Conservafiles will be prepositioned as requested by the components. They will be replaced on a one-for-one basis (i.e. components will not be charged if they have left an equal number of conservafiles in their previous locations). Additional conservafiles above the number left behind would, of course, be charged to components.

CONFIDENTIAL

25 NOVEMBER 1987



ATTACHMENT 3

NEW HEADQUARTERS BUILDING STATUS

SWITCH

- 0 NS#2 and SS#3 in caretaker status
- 0 CONTEL loading user database for OSWR customers. OTS customers will be loaded when survey complete
- 0 Trunk testing complete

STATION WIRING

- 0 Station wire placement completed for OSWR in north tower for floors 3, 4(East) and 5
- 0 Wiring for OTS customers on 2nd and 3rd floor complete. Wire placement for OTS 1st floor customers scheduled to commence 6 January
- 0 Approx 2068 station wires have been installed to date. More secure than non-secure
- 0 "As Wired" 3rd and 4(E) floor drawings being forwarded to FMD thru 14 discrepancies to be resolved.
- 0 Remaining station wiring will be completed on per customer basis as 100% floor drawings turned over to NBCPD from FMD

STAT

RISER

- 0 All nonsecure riser conduit and cable in north tower installed except for ground core area
- 0 All secure riser conduit and cable in north tower installed except for ground core area. 2nd floor core area conduit installed but cable has not been pulled
- 0 In south tower, all secure and nonsecure riser conduit replacement complete except for some minor bracing near IDFs. Core area complete. Riser cable has not been pulled
- 0 Core drilling by FMD in 2nd and 3rd floor core area IDF closets not complete
- 0 CONTEL has access to south tower on 2nd shift from 1/4/88-1/18/88 to install conduit and bracing to include ground floor and core
- 0 Riser testing commenced 21 December

TELEPHONES

- 0 All nonsecure telephones received and stored at Dulles
- 0 Delivery of 5000 secure telephones, 2560 LDI's, 310 ADI's and misc. accessories received 26/27 December and stored NHB training room. An additional 1990 ADI's due in week 4 January

SURVEY

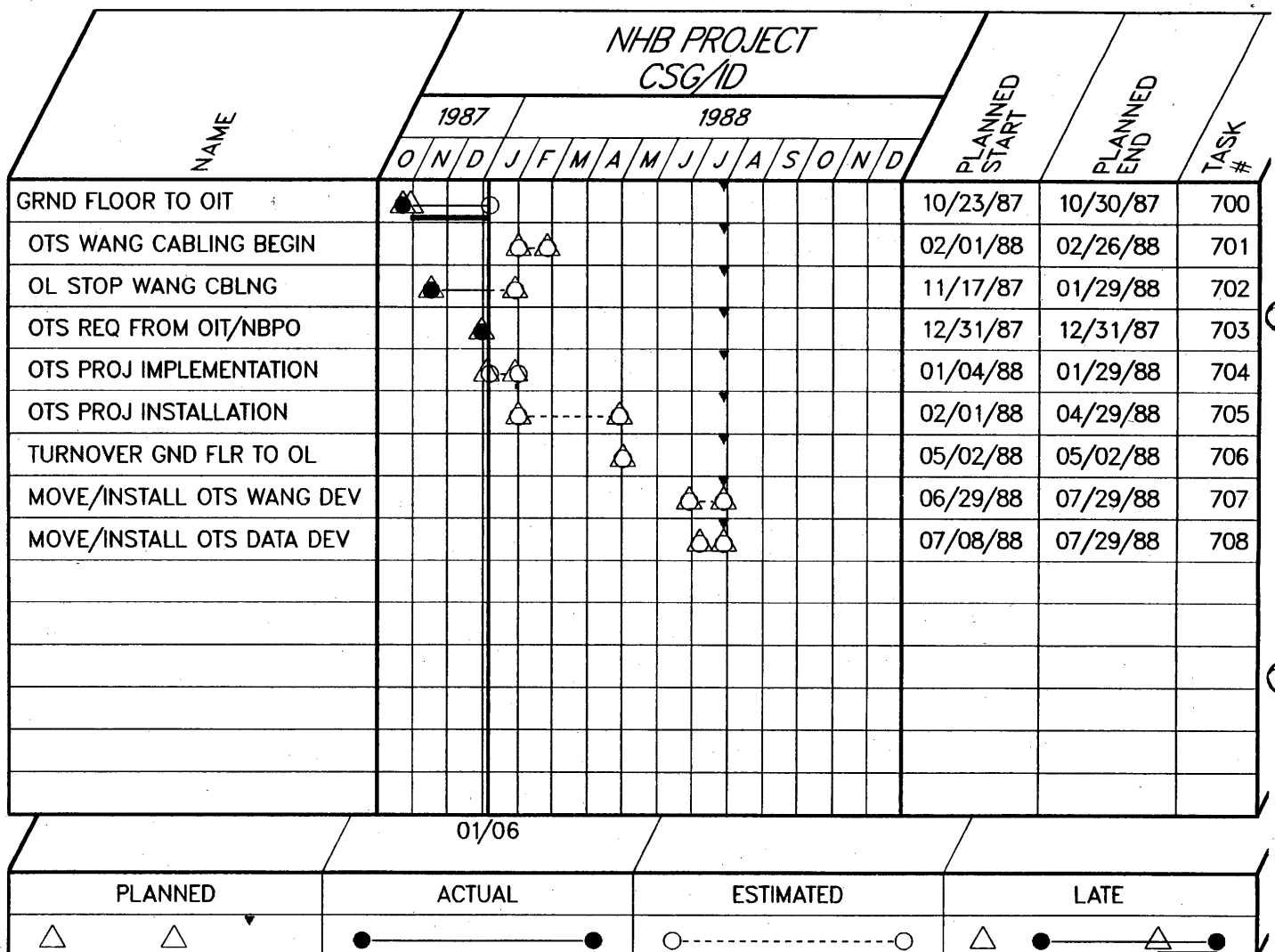
- 0 Survey completed for OSWR, north tower, floors 3, 4(E) and 5
- 0 Survey for OTS commenced 1/4/88 for floors 1, 2 and 3, north tower. Ground floor not available
- 0 Non-PBX circuits will be surveyed by

STAT

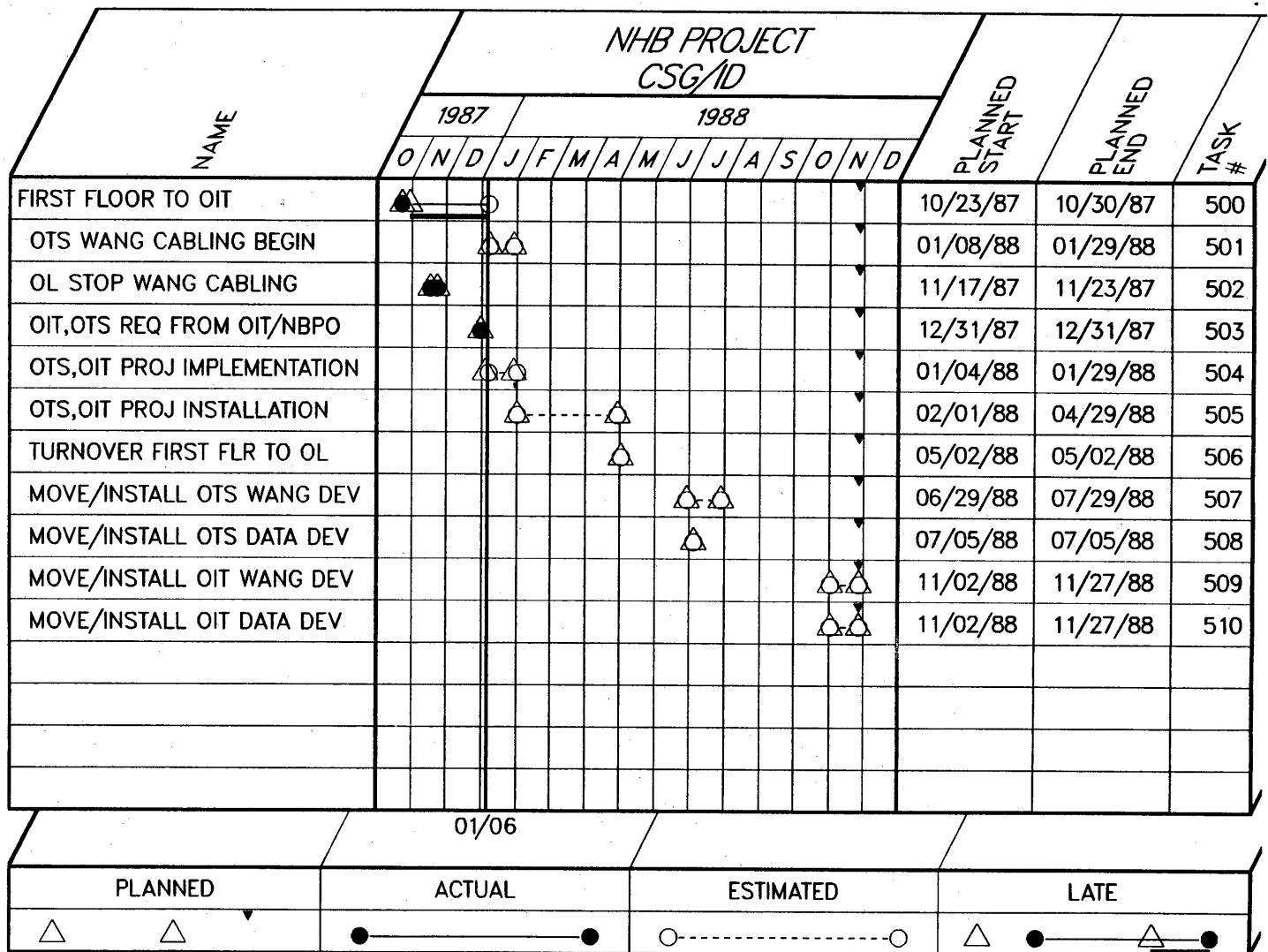
FLOOR TURNOVER

- 0 Only 100% furniture drawings accepted from FMD
- 0 Partial floor turnovers for 1, 2, 4(East) and 5 from FMD to NBCPD. Third floor completely turned over
- 0 100% furniture drawings received for OSWR and OTS customers, north tower, floors 1, 2, 3, 4(East) and 5
- 0 Awaiting 100% Ground floor drawings for OTS
- 0 Received 100% 6th floor drawing for NESA customer 1/4/88

Declassified in Part - Sanitized Copy Approved for Release 2013/08/28 : CIA-RDP89-00244R001804420015-2



Declassified in Part - Sanitized Copy Approved for Release 2013/08/28 : CIA-RDP89-00244R001804420015-2



Declassified in Part - Sanitized Copy Approved for Release 2013/08/28 : CIA-RDP89-00244R001804420015-2

NAME	NHB PROJECT CSG/ID																PLANNED START	PLANNED END	TASK #
	1987			1988															
	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D				
SECOND FLOOR TO OIT	▲	▲	○														10/23/87	10/30/87	400
OTS WANG CABLING START	▲	▲	▲														11/23/87	12/11/87	401
OL STOP WANG CABLING	▲	▲															11/17/87	11/23/87	402
OIT/OTS REQ FROM OIT/NPBO			▲														12/31/87	12/31/87	403
OTS,OIT PROJ IMPLEMENTATION			△	△													01/04/88	01/29/88	404
OTS,OIT PROJ INSTALLATION			△	-----	△												02/01/88	04/29/88	405
TURNOVER SECOND FLR TO OL							△										05/02/88	05/02/88	406
MOVE/INSTALL OTS WANG DEV									△	△							06/29/88	07/29/88	407
MOVE/INSTALL OTS DATA DEV									△	△							07/05/88	07/29/88	408
MOVE/INSTALL OIT WANG DEV							△										05/02/88	05/02/88	409
MOVE/INSTALL OIT DATA DEV													△	△			11/02/88	11/27/88	410

01/06

PLANNED

△

ACTUAL

●

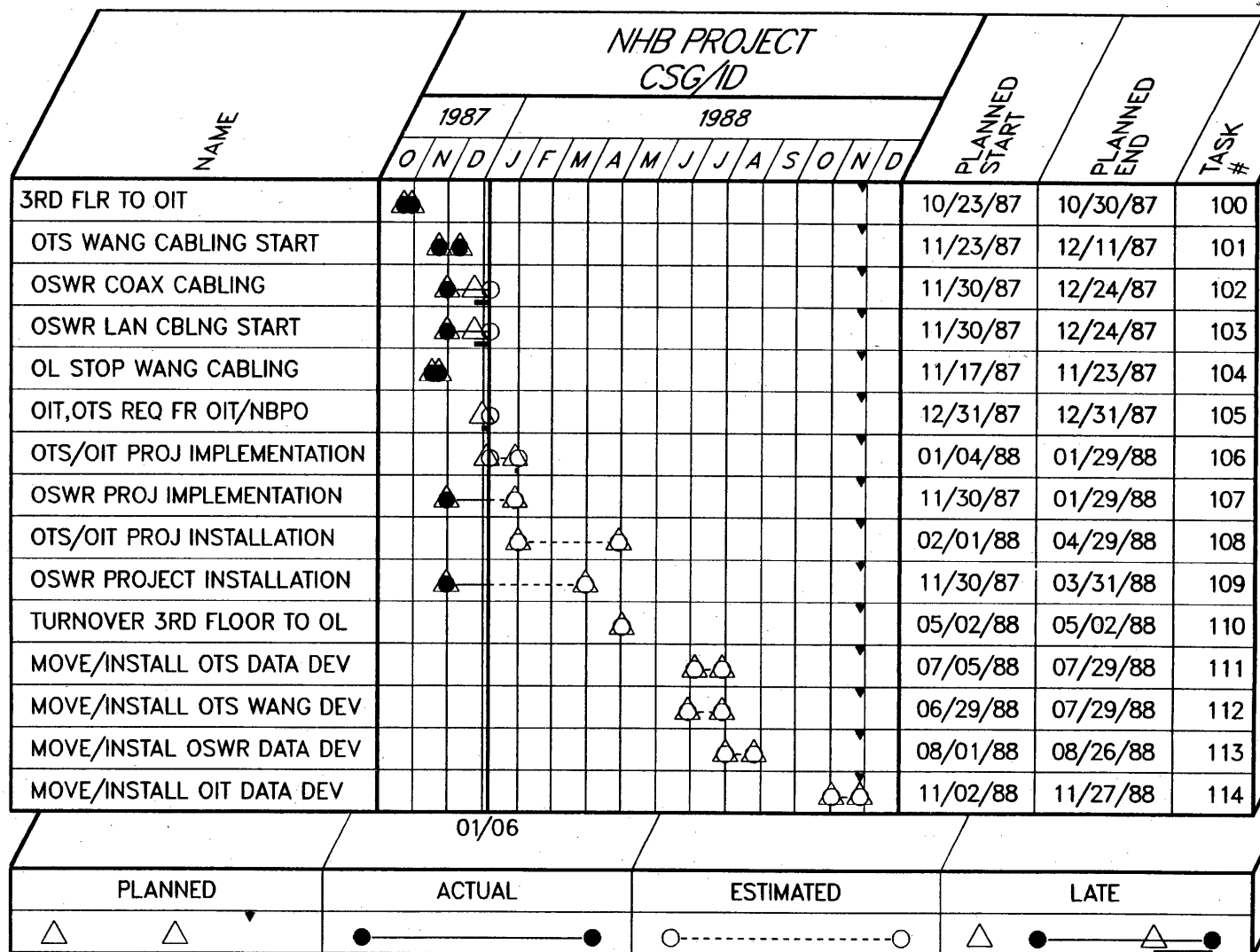
ESTIMATED

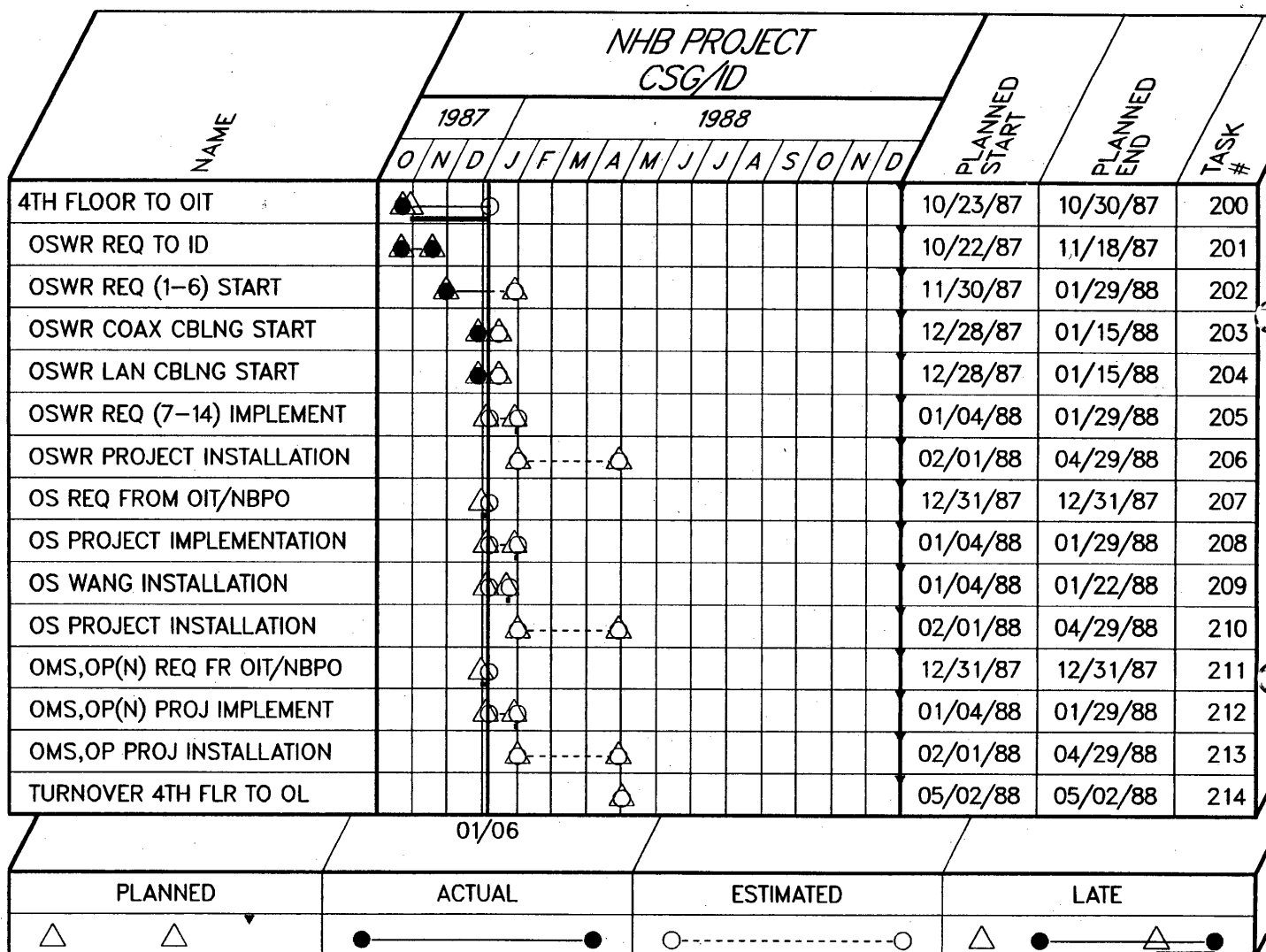
○

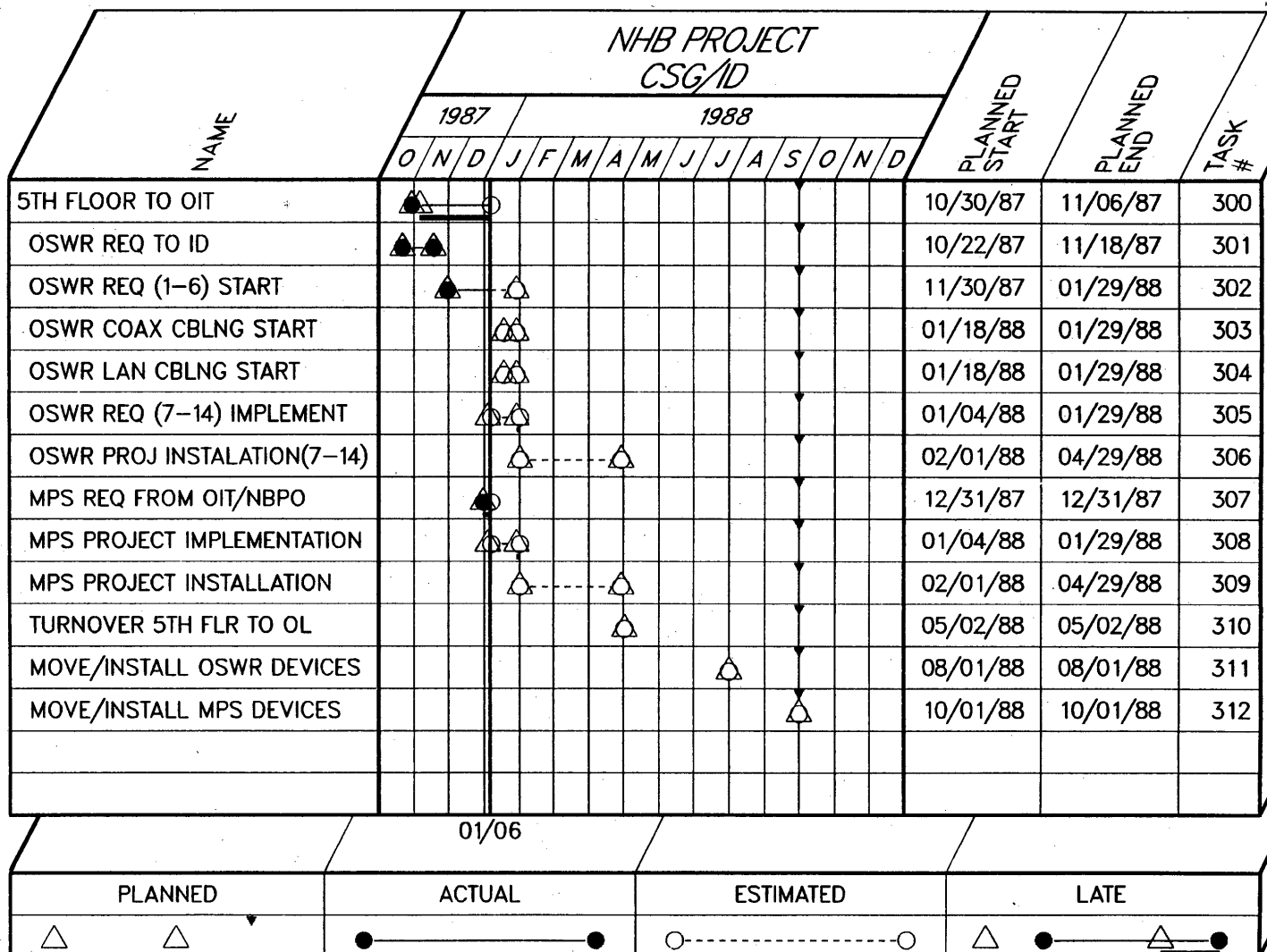
LATE

△

Declassified in Part - Sanitized Copy Approved for Release 2013/08/28 : CIA-RDP89-00244R001804420015-2







[illegible]


[illegible]

CONFIDENTIAL

12 January 1988

MEMORANDUM FOR: ILSP Working Group Members, Alternates and Other Distribution

FROM:

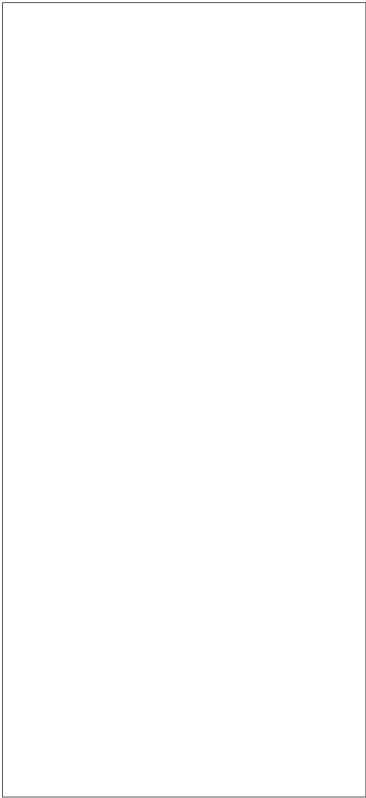

Chairman, ILSP Working Group

STAT

SUBJECT: ILSP Special Meeting on NHB Security Issues - 5 January 1988

1. A special meeting of the ILSP Working Group was convened at 0900 hours, 5 January 1988 for the purpose of discussing use of Simplex locks and other issues relating to security in the NHB. The following representatives were present:

STAT



DI Representative
OIT/EG/NBCPD
OSWR/Admin
OIT/OG
DI/Security
DCI/Admin
OS/PSD
DI/NESA
DA/MS
OIT/OG
DS&T Representative
OIT/OG
OS/SSC
DI/Security
OL/NBPO
DS&T/SMS
OS/SSC
ILSP
DI/OEA
ILSP
OSWR/ISSD
ILSP
OSWR/ES
OS/PSD/DSB

STAT

CONFIDENTIAL

OL 10009-88

2. The ILSP Staff presented a short overview of the Office of Security (OS) Personnel Access Security System (PASS), which will be installed at the NHB main entrance (4th floor). The NHB main entrance will consist of the following PASS equipment:

- 16 Access Control Devices (ACDs)
- 4 Wyse CRTs
- 3 Wyse Printers

The sixteen Access Control Devices will be positioned adjacent to four columns, spanning the width of the foyer in the 4th floor main entrance. This layout has been designed to provide maximum throughput during peak entry and egress periods. See attachment for layout.

3. [] Chief Physical Security Group, Office of Security, provided OS guidelines concerning physical security procedures and practices to be used in providing for the security of classified information within the NHB. The following major points were made:

STAT

- A. The NHB was built to specifications that satisfy conditions for open shelf storage of classified information up to and including the TOP SECRET SCI level.
- B. Open shelf storage may, in some cases, erode compartmentation requirements.
- C. Projects, programs, and other forms of compartmented access are not different or higher level security classifications. They are all based on the Top Secret clearance with Background Investigation and polygraph. These programs restrict access on a strict personnel need-to-know basis, and therefore require some physical separation from the general population of people cleared for access to Top Secret SCI material.
- D. Use of cypher locks, padlocks, and other similar devices are appropriate for limiting personnel access to designated individuals. But these devices are limited to controlling personnel access only. They may not be used as a substitute for combination locking devices where required in the security regulations.
- E. Cypher locks are not considered to be security devices and may not be used as such. They are personnel access controls and are not sufficient when a VTR is unoccupied. When a vault or VTR is unoccupied a higher level of security is required, e.g., 3 way combination lock.

CONFIDENTIAL

- F. The specific guidelines and standards for storage of compartmented program classified material must come from the respective compartmented program manager.
- G. OS will consider exceptions or waivers to existing security regulations on a case by case basis. Individual offices are invited to address their specific problems or issues directly to the Office of Security, Physical Security Group,

STAT

5. The following specific issues were addressed during the ensuing Q&A period:

Question: OSWR does not plan to maintain a 100% personnel presence in their computer equipment rooms. Can the cypher lock be used to provide physical security during short periods of personnel absences?

OS Answer: No. The last individual to leave a vault must lock it by using the 3 position combination lock, and set the alarm system.

OSWR Question: Current vault security regulations require use of expanded metal from slab-to-slab to form a physical barrier. One of OSWR's computer rooms was initially designed to be a conference room and does not meet the slab-to-slab expanded metal requirement. Would OS consider granting a waiver in this instance?

OS Answer: Probably Yes to the requirement for expanded metal. Slab-to-slab construction will be required. OSWR needs to outline all the specifics in a memo to OS Physical Security Group. OS will consider all factors and provide a response back to OSWR.

OSWR Question: In the past, locked safes were used to fulfill the extra security requirements for compartmented materials. Will OS insist on the use of safes for storage of compartmented material in the NHB or could pad locks on conserv-a-files or other arrangements be substituted.

OS Answer: OS is not setting any requirements for compartmented materials. As was previously stated; the NHB was built to specifications that satisfy conditions for open shelf storage of classified information up to and including the TOP SECRET SCI level. Projects, programs and other forms of compartmented access are not different or higher level security classifications. They are all based on the TOP SECRET clearance with Background Investigation and polygraph. These programs restrict access on a strict personnel need-to-know basis and determining the specific method of maintaining separation is the responsibility of the respective Compartmented Program Manager. If a safe is required, the Program Manager should state this requirement in a memo.

CONFIDENTIAL

CONFIDENTIAL

6. New Action Items

ILSP-37 Determine the unique storage requirements for each of the compartmented programs that provide material to OSWR. For programs that require safes for storage of material, request a memo from the Program Manager stating the storage requirements.
Due - 4 February 1988

OSWR

STAT

STAT

Distribution:
a/s

CONFIDENTIAL

ATTACHMENT 5

MEMORANDUM FOR: Chairman, Integrated Logistics Program
Working Group

FROM:

Chief, Physical Security Division
Office of Security

STAT

SUBJECT: Requirements for Vault-Type-Room (VTR)

STAT

REFERENCE: Memo for OS/ILSP Representative from Chairman,
ILSP Working Group, dtd 8 Dec 87, Same Subject

1. Relative to reference request for VTR specifications that pertain to the New Headquarters Building, we have interpreted that the rooms affected by these specifications would be housing computer equipment that will probably process and/or store Sensitive Compartmented Information (SCI) to some degree. As such, DCID 1/21, the Manual for Physical Security Standards for Sensitive Compartmented Information Facilities (SCIFs), is the prevailing authority from which the response to your request comes.

2. This document substantially states that in military compounds, or their equivalent, in the United States, on any floor level, SCIF walls must be constructed from slab-to-slab but need not be reinforced with "strengthening materials". Our Headquarters compound is considered, for these purposes, to be the equivalent of a military compound. As such, therefore, SCIF walls therein do not need to be reinforced.

STAT

3. SCIF doors must be either "B" label metal-clad fire doors or solid wood doors hinged on the inside and equipped with proper locking hardware. SCIFs also must be alarmed with approved intrusion detection alarm systems.

4. In response to your request to provide guidance relative to the OSWR plan to not maintain 100% personnel presence in some of their computer equipment rooms, be advised

STAT

C O N F I D E N T I A L

that the use of cypher locks for security during short unattended periods is unacceptable. A cypher lock is considered as one type of a personnel access control device and, as such, is not authorized for the protection of classified materials.

5. I have attached a copy of DCID 1/21 for your information.



STAT

Attachments:

- A. Reference
- B. DCI Directive No. 1/21